ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Rotational Assignment to the Office of DDA Plans Staff				

FROM: Richard J. Kerr Deputy Director for Administration	EXTENSION		NO.	
			DATE 18 Feb 1986	

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Information Technology - 2D00 HQS				
2.				*copy sent to ODI/PERS*
3.				
STAT [ ] C/GOG/OIT				
5.				
6.				
STAT [ ] GOG/VCB 1C207 HQS				Mary, Congratulations, this should be an excellent "experience" for you.
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

86-5343

16 FEB 1986

MEMORANDUM FOR: Director of Information Technology

FROM: Richard J. Kerr
                 Deputy Director for Administration

SUBJECT: Rotational Assignment to the Office of DDA Plans Staff

Bill

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    1. It is my pleasure to inform you that we have selected your nominee, [   ] to fill the GS-13 Support Plannning Officer position in the Plans Staff, ODDA. [   ] C/DA Plans, will be in touch with your personnel officer to arrange for the earliest possible release date from OIT for [   ]

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    2. Thank you for nominating such an excellent candidate. I am confident that [   ] will find her tenure on our staff to be interesting and rewarding.

                                    Richard J. Kerr